# SWAYAM-MOOC POLICY

## IILM UNIVERSITY

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| Rev. | Date | Issued for Implementation |
|------|------|---------------------------|
| | | Description |
| IILM UNIVERSITY GREATER NOIDA | | SWAYAM-MOOC Policy |

1. **Identification and execution of the MOOC Courses:**
   a. Schools/Departments are required to finalize the NPTEL/SWAYAM courses with prior approval of Dean Academic Affairs.
   b. All the departments/schools shall notify the listing of SWAYAM courses that will be offered to the students, in the subsequent semester, within 4 weeks of their notification on the SWAYAM platform.
   c. The Department/School must register the course opted by student in the ERP and drop the course against which the student has opted for NPTEL/SWAYAM course.
   d. The School must send a detailed list (System ID, Roll No., Course Code and Name, credits, semester, etc.) of students who have opted NPTEL/SWAYAM courses to the office of Controller of Examination
   e. It is the responsibility of the Departmental Coordinator/Mentor to do the proper monitoring of the courses.

2. **Credit transfer:**
   a. Students are required to enroll and successfully complete the NPTEL/SWAYAM courses in each semester/term for 3-year program from 2nd semester to 4th semester and for 4-year program from second year to pre-final year.
   b. A student is permitted to take a maximum of 40% credits of total requirement of the program, through NPTEL/SWAYAM courses.
   c. Students can also choose NPTEL/SWAYAM courses as Value Added Courses (VAC).
   d. A student can earn a maximum of 2 credits for a course of at least 4 weeks duration, 3 credits for a course of at least 8 weeks duration and 4 credits for a course of at least 12 weeks duration as per availability on NPTEL/SWAYAM portal. Any deviation from the above shall need prior approval of the Dean-Academics.

3. **Registration:**

   Students can do registration for NPTEL/SWAYAM courses with prior approval of Head/Dean, in lieu of the departmental electives or open electives or for credit completion in case of lateral entry or migrated students (with prior approval of Dean Academics) or program core course(s) in which at least 80% syllabus must be common. The credits under elective courses may be earned by students through NPTEL/SWAYAM platforms. The program core courses(s) shall be replaced by equivalent online course of same number of credits as recommended by the committee in school.

   Following points to be considered while doing registration on NPTEL/SWAYAM portal:
   a. The student shall opt for local chapter of University while doing registration on SWAYAM.
   b. Student shall use university email id.
   c. Student shall opt for 'result to be shared' option.
   d. Student shall opt for 'mentor'.

4. **Mentoring**
   a. A faculty member must be enrolled in the course to become a mentor for the same.
   b. Admin SPOC of SWAYAM shall assign mentor to student/s for the course. After successful completion of course by student, mentor shall get certificate of mentoring from SWAYAM.
   c. SPOC shall give necessary right to mentor so that mentor can monitor the progress of students.
   d. SPOC shall try to arrange examination in university Campus in case there are more than 200 students registered for the course.
   e. Each department/school will submit a listing of NPTEL-registered students, duly signed by the subject teacher/coordinator, HOD & Dean, within one week of the last date of course registration to the SPOC. **(Annexure-1)**

f. The SPOC will share the data with the COE office, IQAC and other university authorities, as needed. (**Annexure-2**)

5. **Examination**

    a. It is mandatory for students to appear for NPTEL/SWAYAM course certification examination.

    b. If a student fails in an online course, he/she will have the following options to avail:

        (i) the student can repeat the same MOOC course either in the following term or in the consecutive terms

        (ii) the student can either opt for any open elective or elective course of the equivalent credits offered by the university in the consecutive terms

        (iii) the student can opt for similar kind of course offered by the Department of the equivalent credits, in consultation with the Program Chair/ HoD in the consecutive terms

    c. After completion of online course, the student must submit the copy of result to HOD who will check & sign, and submit it to Dean of the school.

    d. Dean of the school must sign, and send the result to office of Controller of Examination.

    e. Controller of Examination will endorse the result in the result sheet of the students for a particular semester as Approved by Dean of the school.

    f. The Department/School must provide the grade obtained by students in such courses well in advance so that the marks can be uploaded on-time otherwise the student shall be marked as ABSENT in that course. In such cases, their results will be upgraded once Office of Controller of Examination will receive the marks

6. **Examination Fees:**

    All expenses related to registration and examination fees shall be borne by the students. The students are encouraged to undertake these courses as part of their academic and professional development.

    Verification of the Certificate: The mentor will cross check the proof of the SWAYAM certificate produced by the students before submission to the NPTEL Coordinator/ SPOC

Approved by

Vice-Chancellor
IILM University, Greater Noida

# List of NPTEL/SWAYAM Registered Students

(To be submitted by Department to the SPOC within one week of the last date of course registration)

School: ........................                    Department: ........................

| Sl. No. | Name of the Student | University Roll No. | System ID | Course Code | Course Title | Duration (Weeks) | Credits | Semester | Email ID (University) | Mentor Name | Remarks |
|---------|---------------------|---------------------|-----------|-------------|--------------|------------------|---------|----------|------------------------|-------------|---------|
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**Certified by:**

- **Course Coordinator/Subject Faculty:**

  Name: _____

  Signature: _____

  Date: _____

- **Head of the Department (HoD):**

  Name: _____

  Signature: _____

  Date: _____

- **Dean of the School:**

  Name: _____

  Signature: _____

  Date: _____

## Submission of SWAYAM/NPTEL Registration & Completion Details
### (To be Submitted by SPOC to COE, IQAC, and University Authorities)

**IILM University, Greater Noida**
**SWAYAM/NPTEL Course Enrolment and Completion Summary**

Academic Year: _____
Semester: _____

| Sl. No. | Student Name | University Email ID | Roll Number | System ID | Program | Course Name | Course Code | Duration (Weeks) | Credits | Mentor Assigned | Exam Appeared (Yes/No) | Result (Pass/Fail) | Certificate Attached (Yes/No) |
|---------|--------------|---------------------|-------------|-----------|---------|-------------|-------------|------------------|---------|-----------------|------------------------|--------------------|-------------------------------|
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**Certification by SPOC (SWAYAM Coordinator):**

I hereby certify that the above-mentioned students have enrolled and completed the respective SWAYAM/NPTEL courses as per university norms. The relevant supporting documents including certificates and examination results have been verified.

Date: _____

Signature: _____

Name of SPOC: _____

Designation: _____

Contact No.: _____

Email ID: _____